



THE ASSISTANT SECRETARY OF THE NAVY
(Research, Development and Acquisition)
WASHINGTON, D.C. 20350-1000

AUG 28 1998

MEMORANDUM FOR DISTRIBUTION

Subj: Year 2000 Reporting Requirements

Ref: (a) ASN RDA Memo of 31 May 96
(b) DON CIO Memo of 20 Jun 97

Encl: (1) Naval Year 2000 Tracking System Registration
Procedures
(2) Naval Year 2000 Tracking System Application Form

Reference (a) established a semi-annual reporting requirement on Year 2000 (Y2K) status. Reference (b) designated the Defense Integration Support Tools (DIST) as the central repository for Year 2000 (Y2K) information on Department of the Navy (DON) systems and devices. The DIST has been terminated. This memorandum supersedes references (a) and (b), and establishes new reporting requirements for Y2K information on DON systems and devices.

In order to simplify and streamline the reporting process and to create a central repository for all Y2K data, the Naval Year 2000 Tracking System (NY2KTS) is designated as the central repository for information on DON systems and devices. This includes all program of record systems, and all facilities and infrastructure data directly into the NY2KTS, and to maintain the currency and accuracy of that data.

Enclosure (1) provides procedures for gaining access to the NY2KTS. Further assistance regarding the NY2KTS, please contact LCDR Eric Elser at (703) 602-6759 or elser.eric@hq.navy.mil. For general questions regarding Department of the Navy Y2K policy, please contact CAPT Cliff Szafran at (703) 602-6882 or szafran.cliff@hq.navy.mil.

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Distribution: (See Page 2)

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Naval Year 2000 Tracking System Registration Procedures

1. The purpose of these procedures is two-fold. The first goal is to ensure only authorized personnel with a need to know gain access to the Department of the Navy Year 2000 Database (DON Y2K DB). The second is to control who has edit/create/delete privileges for a command/activity's data.

2. Procedures for Registering:

Step 1. Applicant will complete the NAVAIR Computer Systems User Access Form in accordance with the instructions in paragraph 3.

Step 2. Applicant will submit the completed NAVAIR Computer Systems User Access Form to their Echelon II Year 2000 point of contact.

Step 3. The Echelon II Year 2000 point of contact will review the form for completeness and accuracy, and verify that the applicant has a valid requirement for access, i.e. Y2K editor, or need to know. The Echelon II Year 2000 point of contact should maintain the user access forms and a list of DON Y2K DB users for that Command, providing DON CIO with updates or deletions to the list as they occur.

Step 4. The Echelon II Year 2000 point of contact will sign the form and fax the signed form to DON CIO, Attn: LCDR Elser, Y2K Team. It is strongly recommended, but not required, that the Echelon II Year 2000 point of contact also send e-mail to elser.eric@hq.navy.mil as notification of the submission of a request.

Step 5. The Office of the DON CIO will forward the completed form to NAWC-AD with prioritization guidance for processing. Prioritization guidance for processing will be based on inputs from the Echelon II Year 2000 point of contact, and will give preference to registered editors first and viewers second. The Office of the DON CIO will maintain the signed fax on file.

Step 6. NAWC-AD will process the access request form and mail the user id and password to the applicant within one week of receipt.

3. Instructions for completing the NAVAIR Computer Systems User Access Form:

- a. Check the block marked New User
- b. Paragraph 1: Fill in Social Security Number (SSN), Name, Phone Number (include area code), and mailing address. Leave Competency blank (it is a NAVAIR unique requirement). Building, Room, and Suite are optional. Place an X in the appropriate block for Civilian, Military or Contractor.
- c. Paragraph 2: For Brief description of role on team, enter "DON Y2K Database User".
- d. Paragraph 3: Users IP Address or Network Subnet Address: Windows 95 users may verify their IP and Subnet addresses by running the file C:\WINDOWS\Winipcfg.exe. Also, enter users e-mail address.
- e. Paragraph 4: Enter the name and phone number of the Echelon II Year 2000 point of contact. The Echelon II Year 2000 point of contact will sign and date this block to approve the applicant's request.
- f. Under DATA ACCESS MENU: Below YEAR 2000 Application, check either the Review Only or Update block, as appropriate. Review only will allow the applicant to read all data in the database, but will not be able to add, change, or delete any data. Update will allow the applicant to read all data in the database, but also add, change, and delete information only for the records for their command. Do NOT check any other blocks in the DATA ACCESS MENU section.
- g. Major Claimant/Command: Enter the Echelon II command that the applicant works for. For example, SPAWAR.

NAVAIR COMPUTER SYSTEMS USER ACCESS FORM

IMD052298-Y2K

☐ New User
USERID: _____

☐ Modify
USERID: _____
(on any IMD System)

☐ Delete
USERID: _____
(on any IMD System)

1. SSN: _____ Last: _____ First: _____ MI _____

Competency: _____ Phone: _____ Bldg: _____ Room: _____ Suite: _____

Address: _____

☐ Civilian ☐ Military ☐ Contractor

2. Brief description of role on team: _____

3. Users IP Address or Network Subnet Address _____

Users E-mail Address _____

4. Authorization (Home Room Supervisor/COR) (Signature not required if forwarded through supervisor's email account.)

Name: _____ Phone: _____

Signature: _____ Date: _____

DATA ACCESS MENU

*Additional sponsor approval is required for any italicized access requested.
IMD User Account Managers will request the sponsor approval on your behalf.*

CONTRACTS

☐ RAPS ☐ Receiver ☐ Procur.Data.Maint ☐ Requester ☐ Auditor
☐ Cust. Service ☐ NSN.Processor ☐ Open.Purchase.Poc ☐ Lge.Contracts
☐ Comptrol. Data. Maint. ☐ Purchase. Card.Holder ☐ Special.Approver
☐ Dept. Approver ☐ Technical Reviewer ☐ Supply.Data.Maint

PERSONNEL

☐ LOCATOR ☐ Update ☐ View ☐ Safety ☐ Admin
☐ TIPS (CATS) ☐ User ☐ RPT
☐ HRO ☐ COMPT

TRAVEL

☐ NAWCAD Travel ☐ Preparer ☐ Approver ☐ Administrator

NAVAIR APPLICATIONS

☐ BES ☐ User STARS User Name _____ If none, contact Melissa Evans
☐ Report Only

☐ HONA ☐ User
☐ Viewer PMA: _____ Appropriation(s): _____
Project Unit(s): _____

☐ IPMS

☐ PES ☐ AIR 4.0 C3
☐ PMA 251 **X - YEAR 2000 Application**

☐ SDS ☐ Review only ☐ Update
Major Claimant/Command: _____

☐ PPRS ☐ TPEP

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